

BRANFORD RECREATION DEPARTMENT

ROOM RENTAL FORM

BRANFORD RESIDENT'S ONLY

NAME_____

ADDRESS_____

HOME PHONE_____WORK PHONE_____

CELL PHONE_____E-MAIL ADDRESS:_____

1ST DATE REQUESTED:_____2ND DATE:_____

TIME: FROM_____TO_____ (Please include set up time)

AMOUNT OF PEOPLE_____ (Children & Adults)

SET UP REQUESTED:_____

(i.e.: 3 long tables with 15 chairs around, long table for cake, presents, etc.)

FEES : Cash, Check, Visa or Mastercard Accepted (Deposits can only be cash or check)

MONDAY - SATURDAY (ANY 4 HOUR SLOT)

\$75.00 Rental Fee/\$150.00 deposit to be returned after the event.

MAKE CHECKS PAYABLE TO: **“TREASURER - TOWN OF BRANFORD“**

BUILDING HOURS ARE 9:00 A.M. TO 9:30 P.M. **CLOSED SUNDAYS**

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In consideration of the use of the Branford Recreation Department, I certify that all information given is accurate and I understand and accept full responsibility for the conduct of the group and any damages to equipment or the facility. Please be sure to leave our rooms neat and throw all party garbage in the dumpster located in the parking lot. Deposits will only be returned if the facility is left in the condition that it was in when you arrived pending a check by our staff.

****NO ALCOHOL IS ALLOWED IN THE BUILDING OR ON THE PREMISES****

SIGNATURE:_____DATE:_____

Please mail form with payment to “Branford Recreation Department”

Attn: Andrea Steady

46 Church Street

Branford, CT 06405

Forms can also be submitted to our office. Office hours are from 8:30 a.m. to 4:30 p.m. Mon. – Fri.

Call the office at 488-8304 with any questions. Available dates will only be given after a form is submitted.

Please fill out this form entirely. **BRANFORD RESIDENTS ONLY**

Office use only: Rental Fee:_____ Method of Payment:_____

Deposit:_____ Cash/Check #:_____